

# Television Productions Manager



**Job Code:** 8222  
**Grade:** 132  
**Reports to:** Director of Community & Public Relations  
**Salary Range:** \$59,583 - \$92,531  
**FLSA Status:** Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs highly responsible supervisory, technical, creative, and administrative work of considerable difficulty in all aspects of budgeting and operation for the City's Government Television channel, and for all special video production initiatives. Work includes the development of budgets, technologies, new products and programs while promoting City image and marketing of special events and activities; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification is responsible for strategic and long-range planning for the television channel operation, programming, and equipment acquisitions. Position supervises and oversees video production of special project assignments. Work is performed under the general supervision of the Public Information Director. Supervision is exercised over full and part-time staff.

## **ESSENTIAL FUNCTIONS**

Planning, writing, producing, and implementing cable television programs; managing and engineering the system; training and supervising production staff; preparing and maintaining systems records and files.

## **EXAMPLES OF WORK**

- Supervises, trains and evaluates employees engaged in cable channel operations; administers daily operations.
- Plans programs, writes scripts, prepares sets, schedules and supervises crews; coordinates and integrates all activities toward achievement of established goals and objectives.
- Develops, implements and controls operations budget; ensures all functions and programs under charge are performed within established budgetary parameters, to include performing cost control activities, monitoring revenues and expenditures, and ensuring sound fiscal control.
- Plans, directs, and supervises live broadcasts and special events; coordinates live production of Mayor and City Council meetings; supervises the live production of Planning Commission meetings.
- Organizes and develops showcase production highlighting annual banquet to be attended by local elected officials, community leaders, volunteers and residents.
- Develops, writes, produces and directs programming, marketing videos and short spots.
- Maintains, trouble shoots and repairs video server cable television playback system, hardware and software.
- May performs variety of production tasks, e.g., set up lighting, operate camera, and set up audio lines; serve as cable channel reporter; conduct post-production and final editing of program for telecast; prepares bulletin boards; calibrates equipment and systems.
- Provides audio-visual support to staff for internal and external purposes.
- Maintains open communication with City staff and officials for the dissemination of information to ensure coverage of all pertinent events and activities.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of all aspects of video program direction; thorough knowledge of scripting, programming, editing, direction, and management; ability to develop creative and effective audio-video programs and services; skill in the preparation, maintenance, and operation of cable production equipment; ability to follow detailed written and oral instructions; ability to plan and supervise the work of others; ability to establish and maintain effective working relationships with others.

## **MINIMUM EDUCATION AND EXPERIENCE**

Bachelor's Degree in Mass Communications, Television Broadcasting, Film, Journalism, Advertising, Public Relations, or a related field; supplemented by three (3) to four (4) years of experience in television programming and video/film production initiatives preferably within a similar public/government agency; or any equivalent combination of education, training, and experience.

## **WORK CONDITIONS**

- Medium work requiring the exertion of up to 50 pounds of force occasionally, up to 20 pounds of force frequently, and a negligible amount of force constantly to move objects.
- Work requires reaching, walking, fingering, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for color perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, use of measuring devices, assembly or fabrication of parts at or within arms length, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is subject to inside and outside environmental conditions.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.